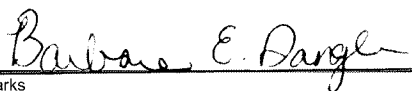


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER				
Position Description Coversheet <i>(Please read instructions on back)</i>			1. Position No. EPES21011	2. Incumbency Allocation Only? May not be IA'ed
3. Reason for Submission New	4. Employing Office Location Washington, D.C.	5. Duty Station Washington, D.C.	6. BUS Code 8888	
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt-Executive	8. Financial Statements Required OGE-278 Required	9. Cybersecurity Code a. 000 b. _____ c. _____	
	10. Position Status SES (General)	11. Supervisory Status Code 2-Supervisor or Manager		
	12. Competitive Level Code	13. Competitive Area	14. Drug Testing No	
	15. Extramural %	16. Functional Class Code N/A	17. Medical Monitoring	
	18. Position Sensitivity Non-Sensitive	19. Security Clearance Not Required	20. Position Risk High	
	21. Emergency Essential	22. Developmental Position No	23. Full Performance Level Current Level	
24. Position Classification	Official Title of Position		Pay Plan	Occupational Code Grade
a. Official Allocation	Associate Administrator for Public Engagement and Environmental Education		ES	0340 00
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such) Rosemary Enobakhare		
27. Department, Agency, or Establishment Hierarchy				
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency			
b. 2nd Tier Org Code A0000000	2nd Tier Org Description Office of the Administrator			
c. 3rd Tier Org Code A0H00000	3rd Tier Org Description Office of Public Engagement and Environmental Education			
d. 4th Tier Org Code	4th Tier Org Description			
e. 5th Tier Org Code	5th Tier Org Description			
28. Supervisory Certification: <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>				
a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff		b. Typed Name and Title of Higher-Level Supervisor or Manager Jane Nishida, Acting Administrator		
Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.02.02 16:57:24 -05'00'		Signature JANE NISHIDA Digitally signed by JANE NISHIDA Date: 2021.02.02 17:28:32 -05'00'		
29. Classification/Job Grading Certification: <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.</i>		Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position		30. Position Classification Standards Used in Classifying/Grading Position		
Signature  Date 2/2/21				
31. Remarks Executive Resources position.				

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Associate Administrator for Public Engagement and Environmental Education ES-0340-00

Introduction

This position is located in the immediate office of the Office of Public Engagement and Environmental Education (OPEEE), in the Office of the Administrator, at the U.S. Environmental Protection Agency (EPA). As the Associate Administrator (AA) for Public Engagement and Environmental Education, the incumbent serves as a principal advisor to the Administrator, Deputy Administrator and senior management officials in the development and implementation of the Agency's outreach engagement efforts and initiatives. The Associate Administrator will partner with the Program and Regional offices to expand the dialogue and enhance EPA's education and engagement efforts with other Federal agencies, States, Tribes and local communities to improve the health of American families and protect the environment of communities across the country.

Major Duties and Responsibilities

1. Develops Agency guidance and directs the activities, programs, and staff assigned to the Office of Public Engagement and Environmental Education. Directs the formulation, implementation, administration and management of policies and programs designed to inform the public and targeted audiences concerning the aims, progress, results and background of the various environmental programs and related actions conducted by the Agency.
2. Represents the Agency in providing advice and information for the Administrator and/or Deputy Administrator on public engagement, environmental education, and communications aspects of the Agency's activities and programs. Assures that media receives adequate and timely information to all media inquiries. Assures that the policy of openness in all information matters, as set by the Administrator, is honored in all aspects.
3. Represents the Agency with respect to communications planning and public relations at other Federal agencies, Congress, private industry, community organizations and environmental and public interest groups. Works with EPA Regional offices, and instructs staff liaison within those Regional offices, to keep constituency groups fully informed of EPA policies and operations.
4. Provides policy direction for and coordination and oversight of EPA's relations with constituency groups. Oversees EPA efforts to inform and educate citizens at-large and in school settings and responds to their concerns about all environmental issues. Assures there are opportunities for public involvement in resolution of problems.
5. Oversees the development of publications to inform the general public of major EPA programs and activities and informational materials for internal EPA use, in Headquarters, Regions, laboratories, and field offices. Oversees the maintenance of clearance systems and

procedures for periodicals and nontechnical information developed by EPA for public distribution and the reviews of all publications for public affairs interests.

6. Oversees the production of audio-visual materials, including graphics, radio and video materials, for the general public and for internal audiences, in support of EPA policies and programs.
7. Responsible for the review of interagency agreements and Headquarters purchase request requisitions expected to result in contracts in the areas of public information and community relations. Oversees the development of proposals and reviews for Headquarters grant applications under consideration when public affairs goals are involved.
8. Exercises supervisory and management responsibility over staff members, making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions, assuring safety, keeping employees informed at all times, counseling employees, etc.
9. Exercises continuing responsibility to effectively support the Equal Employment Opportunity/Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.
10. Performs other duties as assigned.

Supervisory Controls

Receives general direction and broad policy guidance from the Administrator/Deputy Administrator. Within this broad framework, duties are performed with maximum independence subject to review only for attainment of overall objectives and compliance with policies. The incumbent exercises maximum latitude in performing assigned duties, and recommendations made are tantamount to final decisions. Work is reviewed in terms of end results.